



2020 Downtown DeWitt Farmers Market Vendor Application



The Downtown DeWitt Farmers Market is located in Downtown DeWitt, just north of the intersection of Main Street and Bridge Street. There are 20 markets from Tuesday, June 2nd through Tuesday, October 13th. The Market hours of operation are from 4:00 - 7:00 p.m. Prior to becoming a vendor, each vendor must:

- Read the Downtown DeWitt Farmers Market Rules and agree to conduct yourself and your business according to the rules
- Sign the Signature Page
- Submit the 2020 Application
- Submit any and all applicable licenses, documents, receipts, photos and/or any other pertinent information

All applications will be reviewed and applicants will be notified if you have been selected to participate in the Market. Please retain your copy of the Application, Market Rules, and Signature Page for your records (PDF versions of these forms are found at <http://www.dewittdda.org/FarmersMarket.aspx>).

RATES

- Daily Market Vendor Fee is \$14.00/market
- Seasonal Market Vendor Fee
 - Single is \$160 for the season (*see Market Preferences section)
 - Double is \$320 for the season (*see Market Preferences section)
- Food Truck Fee is \$25/market

SPACE SIZE AND ASSIGNMENTS

Each single space is approximately 11' x 20' (room for a 10'x10' tent and an average sized car). A Seasonal Market Vendor will be assigned a permanent location for the entire season. Seasonal Vendor stall assignments will be determined based on: vendor longevity, previous compliance with the Market Rules, date that the completed application is received, previous location within the Market and Market Manager discretion. Daily Vendors will not be assigned a permanent location, but will be assigned a location on a weekly basis.

ADDITIONAL INFORMATION

Vendors cannot begin parking or setting up before 2:00 p.m. and must be checked in with the Market Coordinator no later than 3:15 p.m. on the day of the Market or may lose their stall assignment. Vendors (or vendor representative) are REQUIRED to be present the ENTIRE TIME of the market. If you are unable to be at the market until 7:15 p.m., do not participate in the market that day. For the safety of our customers, attendees of the market and other vendors, you are NOT allowed to tear down and leave during the hours of operation. **You will NOT be allowed to drive into the Market area after 3:15 p.m. and will not be allowed to drive out of the Market area until after 7:15 p.m.** For the safety of all, this policy will be strictly enforced. Vendors requiring special timing, will be required to park outside the official "market space".

APPLICANT INFORMATION

First and Last Name: _____

Business Name: _____

Mobile Phone: _____ Home Phone: _____

Email Address: _____

Preferred Method of Contact: Email Text Phone (mobile or home)

Home Address: _____

City: _____ State: _____ Zip: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Food Assistance checks made payable to: _____

If necessary, please mail checks to my: Home Business

Website Address: _____

Facebook page name (if Applicable) _____

Instagram page name (if Applicable) _____

Emergency Contact Name: _____

Relation: _____ Emergency Contact Phone: _____

Others you authorize to tend to your stall: _____

Vehicle Make/Model of the typical vehicle you will park adjacent to your space:

Vehicle Length: _____ Vehicle Width: _____

Will you be bringing a trailer? Yes No Will it be parked in your space? Yes No

Do you accept Debit/Credit Card Payments? Yes No

Have you been a vendor with the Downtown DeWitt Farmers Market? Yes No

If yes, what year(s) have you been a Vendor? _____

If you were a Seasonal Vendor in 2019, what was your location number? _____

If your products are organically grown, are they certified organic? *Yes No

Are you required by the State of Michigan to be licensed? *Yes No

**If yes, please enclose copies of valid certificates or licenses, when applicable. Please make sure your license is valid for the 2020 Market Season June 2- October 13.*

Michigan Sales Tax License # _____

Individuals or businesses that sell tangible, personal property to the final consumer are required to have a sales tax license to participate in our Market. An application for a sales tax license can be completed on the Michigan Department of Treasury web site at www.michigan.gov/taxes under Sales and Use Tax. Please note: if you sell tangible, personal property to the final consumer you **NEED TO HAVE** a Michigan Sales Tax License or you will **NOT** be able to participate in the Downtown DeWitt Farmers Market.

Please note: a vendor may be exempt from licensing but will be required to label products according to Michigan Cottage Food Law, Michigan Department of Agriculture and Rural Development or Local Health Department Regulations.

Describe your business (please check all boxes that apply):

- Grower:** 100% of products are grown by my farm business. Preference is given to 100% growers over retailers. **
- Farmer/Retailer:** 75%- 99% of products are grown by my farm business that is present weekly at the Downtown DeWitt Farmers Market. 25% or less is purchased from another Michigan grower or wholesaler. **
- Retailer:** 60%-74% of products are grown by my farm business that is present weekly at the Downtown DeWitt Farmers Market. 40% or less is purchased from another Michigan grower or wholesaler. **

****Seed, plant, and transplant receipts and copies of seed packets are required to verify produce grown by farmer. Farm Visits by the Downtown DeWitt Farmers Market Management may occur to verify farm products authenticity and origin.**

- Food Producer/Ready Made Food (state licensed kitchen facility):** 100% of income is the result of sales of licensed prepared food or drink, value-added products, or processed goods resulting from animals raised by their business.
- Food Producer (non-licensed kitchen facility/cottage food):** 100% of income is the result of sales of MI Cottage Food eligible food or drink, value-added products, or processed goods resulting from animals raised by their business.
- Food Truck**
- Crafter/Artisan:** Handcrafted, limited quantity products. These goods are the result of a process, using skilled trades or traditional methods, from idea to end product. All items must be handcrafted by you. You cannot sell products that have been commercially manufactured, direct sales, or resale items. (Note: a sales tax license is required to participate in the Market.)
- Other** please describe: _____

MARKET PREFERENCES

Seasonal Market Vendor space location preference

_____ (1st choice) _____ (2nd choice) _____ (3rd choice)

**if you are a Daily Market Vendor, please do not fill out your location preferences*

*** if you do not list a first, second, or third choice, we will assume that you are leaving it up to us to decide where to place you.*

Please select one below (and select if you will need electricity):

- Seasonal Market Vendor with a 10' deep x 10' wide tent (single space) \$160*
- Seasonal Market Vendor with a tent(s) up to 10' deep x 10'-20' wide (double space) \$320*
- Food Truck Vendor \$25/market
- Daily Market Vendor \$14/market. Location assignments will be given when you arrive at the Market. Daily vendors are not guaranteed a space each market week. *Please note: nothing larger than a single space is available for daily vendors. If your spacing needs extend beyond a single 10' x 10' space, please contact the Market Manager. Additional fees and special arrangements may be made at the Market Manager's discretion, pending availability.*
- I will need electricity. \$10 for the entire season. (This fee applies for a single market or the entire season.) You must provide your own electrical cords.

** Seasonal Vendors: to qualify for the Season Market rate, you must agree to attend at least 15 of the 20 Markets or you will be assessed an additional fee of \$64 for a Single Space Seasonal Market Vendor and a fee of \$128 for a Double Space Seasonal Market Vendor. Please contact the Market Manager if you have additional questions.*

Please circle the dates you prefer to attend the Market. (*Note: this is not a guarantee that all of your preferred dates are available. Our Daily Vendor spaces are limited. You will be notified if any of your preferred dates are not available.*)

*June 2	June 9	**June 16	June 23
June 30	*July 7	July 14	July 21
July 28	*August 4	August 11	August 18
August 25	*September 1	September 8	September 15
September 22	September 29	*October 6	***October 13

*Kid's Activity Day at the Market.

**Downtown DeWitt Classic Car Cruise-In. The Market will move to a temporary location (along Main Street, East of Bridge Street)

***Trick or Treat the Market

Note: there may be additional Special Events for certain Farmers Market dates. Please get updated event information from Farmers Market Manager, the website at <http://www.dewittdda.org>, (click on the Farmers Market Tab or the Events" tab), or the Facebook Page "Downtown DeWitt Farmers Market".

2020 PRODUCT PLAN (Produce)

Please circle the "G" for any/all items that **YOU GROW** and plan to bring to the Market.

Please circle the "B" for any/all items that **YOU BUY** and plan to bring to the Market.

Fruits and Vegetables:

G B Apples	G B Garlic	G B Pumpkins
G B Apricots	G B Gourds	G B Purslane
G B Artichoke	G B Grains:	G B Radishes
G B Asparagus	G B Grapes	G B Raspberries
G B Arugula	G B Green Beans	G B Rhubarb
G B Bok Choi	G B Ground Cherries	G B Rutabaga
G B Basil	G B Herbs:	G B Scallions
G B Beans	G B Kale	G B Spinach
G B Beets	G B Kohlrabi	G B Squash
G B Blackberries	G B Leeks	(Summer)
G B Blueberries	G B Lettuce	G B Squash (Winter)
G B Broccoli	G B Melons	G B Strawberries
G B Brussels Sprouts	G B Mulberries	G B Sweet Potatoes
G B Cabbage	G B Mushrooms	G B Swiss Chard
G B Cantaloupe	G B Mustard Greens	G B Tomatoes
G B Carrots	G B Okra	(Cherry)
G B Cauliflower	G B Onion	G B Tomatoes
G B Celery	G B Parsley	G B Tomatillos
G B Cherries	G B Parsnips	G B Turnips
G B Collards	G B Peaches	G B Watermelon
G B Corn:	G B Pears	G B Yams
G B Cucumber	G B Peas	G B Zucchini
G B Currants	G B Peppers (Hot)	G B Other (please
G B Eggplant	G B Peppers (Sweet)	list):
G B Flowers (Cut)	G B Plums	
G B Flowers (Potted)	G B Potatoes	

Value Added Products: *(some items are subject to licensing and labeling requirements)*

G B Beef	G B Fruit/Vegetable	G B Maple Candies
G B Butter	Butter:	G B Maple Syrup
G B Chicken	G B Honey	G B Pork
G B Cheese:	G B Honeycomb	G B Pickles
G B Dry Mixes	G B Juice	G B Salsa
G B Compost	G B Jelly/Jam:	G B Soap
G B Eggs	G B Kombucha	G B Other (please
	G B Lamb	list):

Please list any additional items that you GROW and will bring to the Market: _____

Please list any additional items that you BUY and will bring to the Market: _____

Please describe your growing practices _____

2020 PRODUCT PLAN (Non-Produce)

Please list all homemade/handmade products and items you plan to sell (non-produce).

Please note: a vendor may be exempt from licensing, but is required to label products according to Michigan Cottage Food Law, Michigan Department of Agriculture and Rural Development (MDARD), and Local Health Department Regulations. Compliance with all State & Federal Laws is expected. If you are required to have a Michigan Sales Tax License, you must have one in order to be a Vendor at the Downtown DeWitt Farmers Market. You are responsible to know if this applies to you or not.

Please list any other products that do not fit in the categories above (please specify):

Note to ALL Vendors: If you choose to add additional offerings, bring additional items or change your product selection during the season, you MUST check with the Market Manager AND update your Product Plan. If you are found to be selling items that have not been listed on your application and/or approved by the Market Management, you will be asked to stop selling those items. We will be monitoring this to balance product offerings and promote diversity for the overall financial health of the market and the vendors.

Please note: due to the uncertainty of the increased health and safety requirements from the Covid19 virus, the Vendor map may change at any time prior to the start of the season or any time during the season. Please try to be flexible as we navigate this Market season and adhere to any required policies for the health and safety of you, our customers, and our community.

SIGNATURE AND AGREEMENTS

To complete this application, each box below MUST be checked.

- I will submit any and all applicable licenses, certificates, receipts, photos, and/or any other needed documentation.
- I will read the 2020 Market Rules and agree to conduct myself and my business in accordance to the rules. Located online at: <https://dewittdda.org/farmers-market/>
- I will submit the 2020 Signature Page. Located online at: <https://dewittdda.org/farmers-market/>

I agree that all the information written on and included with this application is true and accurately represents myself and my business. Should any of this information change, I will notify the Market Management immediately.

Printed Name: _____

Business Name: _____

Signature: _____

Date: _____

Mail (or email) completed application to:
Downtown DeWitt Farmers Market
C/O DeWitt Downtown Development Authority
414 E Main St
DeWitt, MI 48820

Email: assistdda@dewittmi.org
Phone: 517-624-0286

Once you have been notified of your acceptance, checks can be made payable to:

DeWitt Downtown Development Authority
Memo line: Farmers Market

Please make a copy of your application, in its entirety, to keep for your records.

Office Use Only:

Application Received on:

Seasonal Payment Received on:

2020 DeWitt Farmers Market Map



barricade barricade
Tent Tent Tent Tent

barricade

barricade

Vendor stalls
(approximately 11' across x 20' deep)

Kids Activity & Music Tents/Daily Vendor

Walkway

David McCleary - State Insurance Agent

The Crafted Bean

Sweetie-licious

Racing Engines

barricade barricade

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N Bridge St

E Jefferson St

E Jefferson St

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13 DDA

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Walkway

Musician